

**CLASSROOM HOUSEKEEPING**

The Colcord Board of Education believes that the school environment is an important part of a student's success during the school day.

The board believes that scholarship, student control, and good citizenship go hand in hand with good housekeeping. An orderly, well-arranged classroom will set the stage for good teaching.

Teachers are expected to aid the custodians by keeping their rooms clean, waste paper off the floors, books properly stored and arranged, classroom doors closed and lights off when not in use, etc. Also, teachers are expected to close and lock their windows after the last period of the day. Nevertheless, custodians will clean the rooms and check the windows, lights, and heat during their work schedule. The custodian should call to the attention of the principal continued ignorance of the expected assistance of the teachers.